

# TRAINING AND EXERCISE SUBCOMMITTEE

## MEETING MINUTES

WEDNESDAY, DECEMBER 6TH, 2017

DELAWARE FIRE SCHOOL

On December 6<sup>th</sup>, 2017 the Training and Exercise Subcommittee meeting was held at the Delaware State Fire School in Dover with representatives from the Training and Exercise Subcommittee and the Delaware Emergency Management Agency (DEMA).

Attendees	Agency
Robert Newnam, Chairman	DSFS
Thomas Nesbella	DEMA
Devon Stover	DEMA
Mei Johnson	DEMA
Jessica McIntire	DEMA
Paige Fitzgerald	DEMA
Lisa Tanielian	DDA
Suzanne Raab-Long	DHA
Megan Williams	DHA
David Mick	Kent County
Tucker Dempsey	DSFS
Matthew Higgins	DNREC
Claudette Martin	DTI
Harvey Velott	DSP/DIAC
Glenn Marshall	Sussex Co. EMS

- Chairman Robert Newnam welcomed everyone called the meeting to order at 8:30 a.m.
- A quorum of members were present and introductions were made.
- Megan Williams was introduced as the new Vice President for the Delaware Healthcare Association to current members.
- A motion was carried for an approval of the October 31st, 2017 meeting minutes. APPROVED (Motion by Matthew Higgins, Second by Harvey Velott)
- Nothing new to add or remove from agenda. A motion was carried for approval of October 31<sup>st</sup> agenda. APPROVED (Motion by Matthew Higgins, Second by Harvey Velott)

## EXERCISE PROGRAMS

### *Tom Nesbella Reports:*

- DTI FE, TBD
  - o Claudette reports that they would like to use similar exercises. The goal is to offer frequent exercises in March of 2018. March dates will be sent to Tom.
- FS Special Ops drill, TBD
  - o Drill was scheduled for November 19<sup>th</sup>
  - o David reports that the drill will be rescheduled in March/ April of 2018. An email blast will be sent.
- DEMA, FE, IMAT with FEMA RG III, TBD
  - o Will be rescheduled in 2018
- PH Symposium, 8 Nov 2017
- State Active shooter WS, 3 TTX one for each county Jan 22-25 of 2018
  - o Workshop will take place at the Fire School
  - o Tom will discuss WS details at next weeks meeting
- Wilmington, WS water emergency plan, to be scheduled for Feb 2018
- Sussex TTX, water contamination, 17Jan 2018
- IMT, TTX, TBD
  - o Tom reports it will take place at Dover Downs with facilitators Eric Morgan and Devon Stover.

### Other DE exercises

- LE
  - o State-wide TTX's for school shooting/shelter-in-place, ongoing this year
  - o TTX, DSCYF active shooter TBD
  - o TTX, OMB active shooter TBD
  - o CERT TTX in September 2018
  - o FS CRIS (Kent County)
- HC
  - o A.I. DuPont:
    - September: Full blackout on generator power (up to 4 hours) to maintain emergency systems
  - o Bay health:
    - Trauma L&D (Emergency C-section) – Kent on 9/19, Smyrna on 9/28, Milford on 10/5
  - o Beebe:
    - October: Tabletop Ebola Exercise with Infection Prevention in
    - Nov/Dec: Code Pink and Code Adam
    - Three hospitals participating in Cyber Exercise with DTI
  - o Nanticoke:
    - Flood Exercise in planning stages
    - December: Code Pink
    - Active Shooter Drill – TBD (possibly in October)
- St. Francis:
  - o September: Active Shooter drill at satellite office.
  - o September: Full Scale MCI involving HAZMAT
  - o October: Full Scale Active Shooter in the hospital.

## TRAINING PROGRAMS

*Thomas Nesbella on behalf of Mark Rieley Reports:*

- 2017 schedule
  - o AWR-332 Hazardous Weather Preparedness for Campuses, 25 Oct, 23 attended
  - o PER-230 IRTB & PER-231 PRSBI, 14 Nov, 21 attended
  - o We are working the 2018 schedule. 6 classes confirmed for next year
- In-residence courses;
  - o Center for Domestic Preparedness (CDP), 2
    - Now accepting resident training class applications
  - o New Mexico Tech (NMT), 0
  - o Counter Terrorism Operations Support (CTOS), 0

## AFTER ACTION REPORT IMPROVEMENT PLAN

- None

## FINANCIAL STATEMENTS

*Tom Nesbella Reports:*

- Financial Statements, FY15 & 16 budgets reviewed
  - o Budget spending is on track

## OLD BUSINESS

- None

## NEW BUSINESS

- Requests for Training
- Any requests over \$25,000 must go through the GSS approval process prior to approval of the T&E subcommittee per our fiscal year.
  - o DEMA Terrorism and Preparedness
    - Paige reports that FY17 SHSP funding will be available in January of 2018

- Fire School
  - 2,250 was requested for 10 personnel to take the Drone Pilot Online Certification Prep Course.
  - APPROVED (Motion by Harvey Velott , Second by Glenn Marshall)
- Law Enforcement
  - \$15,000 was requested to send 4 Officers to the CMT Hostage Negotiation Seminar in Hunt Valley, MD
  - \$16,224.00 was requested to send 8 Officers (4 DSP, 2 Dover PD and 2 NCCPD) to attend the Mid –South Institute of Self Defense Combat Course in Lake Cormorant, MS.
  - \$1,619.00 was requested to send one Senior Analyst to attend the FIAT Instructor Course in Waldorf, MD
  - \$863.00 was requested to send one Officer to attend the MARGIN Annual Gang Conference
  - \$500.00 was requested to send one DIAC Maritime Analyst to attend the 2017 Maritime Security Conference in Norfolk, VA.
  - APPROVED (Motion by Mathew Higgins, Second by Glenn Marshall)
- Requests for Exercises
  - Draft Planning Workshop – Deadline 15 of December and presentation will be in January
  - Chairman Robert Newnam shared that as a whole we know where we are going and we have gotten better at what we do. Thanks to everyone's commitment.
- Individuals to provide a written summary after returning from a class or conference. Chairman Robert Newnam states that there is a benefit to the written summary. The summary should be brief and a running tally for briefing purposes. Tom will post under Old Business Section of meeting minutes.

#### NIMS COORDINATOR UPDATE

##### *Devon Stover Reports:*

- 100% Feedback received from agencies/stakeholders. Thank you for your participation. NIMS Refresh update has occurred. Minor updates in national notifications, job titles, and guidelines in mutual aid sections have been updated to understand and to interpret NIMS.
- Chairman Newnam inquired if any major changes had been made to the NIMS refresh update
- Devon shares that there are no major changes to report. The operations standpoint remains the same.

#### CERT/CITIZEN CORPS

##### *Mei Johnson Reports:*

- On Dec 8<sup>th</sup>-9<sup>th</sup> there is a CERT Class at DEMA (22 people registered)
- Jan 19 87ers Family Preparedness Night at the Bob Carpenter Center
- Feb 23-24 CERT Class at Calvary Church in Dover (40 people registered)
- April CERT class at Del Tech in Georgetown

#### OTHER SUBCOMMITTEE BUSINESS

- None

#### COMMITTEE MEMBERS COMMENTS

- None

#### CONCLUSION

- Per Chairman Robert Newnam **the next meeting will be January 3<sup>rd</sup>**
- Per Chairman Robert Newnam the meeting was adjourned.
- Meeting adjourned at 9:00 am

Respectfully Submitted,  
-Beverly Wright